


# Trinity Police Department

## Policy 3.1 – Basic Training Requirements

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 1.09, 3.05, 3.06, 3.07, 3.08, 3.09,  
3.18 & 8.11

### I. POLICY

Today's society is both multi-faceted and complex. In order to provide effective law enforcement services, it is imperative that officers as well as non-sworn employees have the training necessary to accomplish their mission. The Trinity Police Department is committed to providing the training necessary to meet and exceed Texas state requirements and contribute to every employee's career goals.

### II. PURPOSE

The purpose of this policy is to provide members of the department with details of the training required by the department and their responsibilities with regard to maintaining that training.

### III. REQUIRED TRAINING

#### A. Basic Training

1. Sworn members of the department are required to have a peace officer license issued by the Texas Commission on Law Enforcement. This license currently requires officers to attend a basic peace officers course and pass a commission licensing examination. Officers must possess their peace officer license prior to performing any law enforcement duty or function. (TBP: 1.09)
2. Previously licensed officers who apply for employment must have their license in good standing, all in-service training completed, or the ability to complete in-service requirements prior to the end of the Commission training cycle, which ends August 31 of odd-numbered years.
3. In addition to the training required for licensing, all sworn officers and reserves will complete the National Incident Management System training, appropriate for their rank, prior to completion of field training, or prior to completion of promotional probation in the event of promotion to a higher rank. (TBP: 8.11)

## B. Field Training

1. All sworn members of the department are required to complete the department's field training program as outlined in Policy 4-2 within the time period specified.
2. Officers with prior experience may qualify for expedited field training if they are able to demonstrate proficiency in all required areas.

## C. In-service training (TBP: 3.06)

1. All sworn personnel of the department shall, within each Commission training period as required by law, obtain at least 40 hours of in-service training. In-service instruction may include the following:
  - a. A review of changes or revisions in Texas state law
  - b. Training required by the legislature during each four-year training cycle
  - c. Specialized training required at the direction of the Chief of Police or the Commission based on assignment
  - d. Supervisory training
  - e. Policies and procedures
  - f. Firearms training and qualifications.
2. In each two-year cycle, sworn officers must receive the following training:
  - a. Hands-on arrest and/or defensive tactics training
  - b. Initial or refresher self-aid /buddy aid training.
3. Sworn personnel are responsible for obtaining the training necessary to maintain their license and any special certifications they may hold. The department will provide officers with the training or provide the time and funding necessary to obtain the training. Much of the required training can be obtained on-line from the Commission website.
4. Reserve officers will meet the same in-service training requirements as regular officers. (TBP: 3.07)

## D. Supervisory training (TBP: 3.09)

All employees, sworn or non-sworn, when promoted to any supervisory rank will be provided supervisory training appropriate to their rank and position within 12 months of their promotion.

## E. Civilian personnel (TBP: 3.08)

1. All newly appointed civilian personnel will receive the following training from the Chief or his/her designee:
  - a. Orientation to the department's role, purpose, goals, policies, and procedures
  - b. Working conditions, rules, and regulations
  - c. Responsibilities and rights of employees.

2. Non-sworn communicators and communications supervisors will complete Commission's basic tele-communicators and TCIC/NCIC full operators training within 90 days of hire date. (TBP: 3.18)
3. Records personnel or personnel assigned to records processing will complete a course in Texas state open records and records retention within 90 days of hire.
4. Any non-sworn personnel who have state-required or job-specific training will be provided that training either prior to job assignment or within 90 days of assignment.

#### **IV. TRAINING EXPECTATIONS**

##### **A. Attendance**

Personnel are expected to attend all assigned training programs. Attendance will be documented either by the instructor or, in cases where the training is at a location other than the department, documentation will be furnished by those responsible for the training. In some cases, attendance at a training program may be excused, such as for court appearance or sickness. Any absence must be properly excused by the administrators of the program. Any time lost must be made up before any certificate of completion is issued. Certificates will be issued to those students who complete any training program. Employees shall provide a copy of any certificates to the department for inclusion in the employee's training file.

##### **B. Expenses**

With the exception of paper and pencils or pens, all expenses incurred by department personnel as a result of required training will be reimbursed based on actual expenses (receipts must be provided). If personnel are required to use their personal vehicles they will be reimbursed at the current city mileage rate.

#### **V. DEPARTMENTAL TRAINING**

##### **A. Performance-based training**

The Commission requires performance-based training. This method of training requires the development of performance objectives. The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors. An employee who develops an outline for instruction of a topic must develop objectives that have the following characteristics:

1. Focus on the elements of the job/task analysis for which training is needed.
2. Provide clear statements of what is to be learned.
3. Provide the basis for evaluating the participants.
4. Provide the basis for evaluating the effectiveness of the training program.

## B. Lesson plans

1. Lesson plans are required for all training courses conducted or sponsored by the department. It is the responsibility of the individual instructor, whether a member of the department or not, to provide the Chief or his/her designee, with a copy of the lesson plan for approval. A copy of the lesson plan will be maintained along with rosters of personnel attending the training.
2. The lesson plan should include a statement of performance objectives, the content of the training, specification of the appropriate instructional techniques, references, relationship to the job tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants. The instructional techniques that might be used include the following:
  - a. Conferences (debate, discussion groups, panels and seminars)
  - b. Field experiences (field trips, interviews, operational experiences, and observations)
  - c. Presentations (lectures, lecture-discussion, lecture-demonstration)
  - d. Problem investigations (committee inquiry, critical incidents)
  - e. Simulations (case study, simulation, games, and role-playing).

## C. Instructors

1. Instructors for all department training programs shall:
  - a. Have a minimum of two years law-enforcement experience, or
  - b. Have completed a TCOLE instructor's course and be certified as an instructor, or
  - c. Possess a demonstrated skill in an area of instruction, or
  - d. Have knowledge of teaching theories, methods, and practices along with some knowledge of law-enforcement practices.
2. Instructors enlisted from outside the department shall be approved by the Chief or his/her designee. The instructor must have demonstrated skill in his/her area of instruction and comply with requirements for lesson plans as previously stated. Any compensation will be determined by the Chief of Police.
3. Before being allowed to instruct any state-mandated courses at the department, instructors shall receive, at a minimum, training in:
  - a. Lesson plan development
  - b. Development of performance objectives
  - c. Instructional techniques
  - d. Learning theory
  - e. Testing and evaluation techniques
  - f. Resources.
4. Normally, officers selected and trained as instructors in a particular subject will be expected to teach it when needed for a minimum of two years.

## VI. REMEDIAL TRAINING

- A. Remedial training is directed at solving a particular problem or improving performance in a particular area within a designated time and with clearly defined, expected results.
- B. Remedial training may be assigned as a result of discipline or counseling.

## **VII. TRAINING RECORDS (TBP: 3.05)**

### **A. Training records**

- 1. The Chief of Police, or his/her designee, shall maintain a training record for each employee that includes the following:
  - a. The date of training
  - b. The type and hours of training received
  - c. A copy of any certificate received.

The Commission's TCLEDDS will be used for sworn members of the department.

Training records for non-sworn members will be maintained separately from those of sworn personnel.

- 2. The Chief, or designee, shall maintain files on all in-house training courses or presentations, including the following:
  - a. Course content (lesson plans)
  - b. Personnel attending
  - c. Any performance measures as ascertained through tests or demonstrations.

# Trinity Police Department

## Policy 3.2 – Field Training

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones 

Reference: TBP 3.12, 3.13, 3.14, 3.15, & 3.16

### I. POLICY

It is the policy of the Trinity Police Department that all employees receive training that is mandated by the state and adequate additional instruction in all areas required for the proper performance of specific tasks that are assigned to the department's officers.

Officers receive their basic peace officer training in an academy setting. While this training is essential to the making of a competent police officer, additional training is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this department and this community.

This training takes place during a field training program. Experienced officers who have been trained as field training officers (FTO) are used to instruct new officers to ensure that our officers are trained and capable of performing their duties.

### II. PURPOSE

The purpose of this policy is to outline the procedures to be used in the field training program.

### III. PROCEDURES

#### A. Organization and Administration

The authority and responsibility for the initial field training of sworn officers shall be vested in the supervisor of the field training program of the Trinity Police Department.

#### B. Field Training Program Requirements

1. Newly hired officers, after successful completion of the basic police academy training, are required to complete the field training program prior to being released for full field duty. (TBP: 3.12c)

2. The sixteen (16) week training period for new officers shall be divided into four phases in which the officer will be rotated to each of the patrol shifts, whenever possible. Each phase has a duration as follows:
  - a. Phase I – Four (4) weeks
  - b. Phase II – Five (5) weeks
  - c. Phase III – Five (5) weeks
  - d. Phase IV – Two (2) weeks
  - e. Following the successful completion of the sixteen (16) week field training program, qualified officers shall be evaluated weekly for an additional twelve (12) weeks by their immediate supervisor. (TBP: 3.12b, e; 3.16)
3. Newly hired officers who have at least two years prior service as a sworn officer may complete a more abbreviated field training program, the length and content of which is determined by the field training supervisor. (TBP: 3.12d)
4. During the field training program, the new officer shall receive additional training and evaluations in such areas as department policy, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as outlined in the Trinity Police Department Field Training Manual.
  - a. The field training program shall identify the tasks most frequently performed by officers and evaluate the new officer's job performance in those dimensions.
  - b. Standardized evaluation techniques designed to measure the new officer's competency in the required skills, knowledge, and abilities shall be used.
  - c. New officers will be evaluated daily by their field training officer and the evaluation discussed with the new officer. The new officer and the FTO will sign the evaluation and it will be forwarded to the field training supervisor for filing. If the new officer disagrees with any comments or ratings, the new officer may note the disagreement on the form and request review by the field training supervisor. (TBP: 3.15)
5. The field training period may be extended when the performance of the new officer indicates additional training is needed, which would be indicated in the FTO evaluations.
6. New employees shall be informed of the activities and actions involved in the recognition process as part of their orientation period with the department.
7. The field training supervisor will maintain communication with the FTOs for the purpose of assisting with training problems and for conducting end-of-phase evaluations at the end of each of the four training phases. The field training supervisor will maintain responsibility for the training files that contain the FTO evaluations.
8. All reserve officers are required to successfully complete a structured field training program before the reserve may operate as a solo unit.
9. Reserve officers are required to complete a minimum of 640 hours of field training divided into the four (4) phases. This minimum 640-hour, four-phase training must be completed within three years of completion of the reserve academy or appointment as a reserve officer. If the reserve officer fails to complete the FTO program within the three-year period without reasonable justification, or if the reserve officer is failing to progress through the field

training program due to performance problems, a recommendation of termination will be made by the field training supervisor to the Chief of Police.

10. Following the successful completion of the minimum 640-hour field training program, solo reserve officers will be evaluated monthly for an additional six months by their immediate supervisor.
11. The field training period may be extended when the performance of the reserve officer indicates additional training is needed, as indicated in the FTO evaluations.

#### C. Field Training Officer Selection and Training

1. The Chief of Police will solicit recommendations from departmental supervisors. The Chief will review prior performance evaluations, activity levels, any complaints and commendations as well as advanced training. The Chief will interview potential candidates and make a determination based on the best interests of the department. Selection of field training officers will be based on the best officers available for the assignment and those that represent the true mission and values of the department. (TBP: 3.12a)
2. FTO's will successfully complete an approved training program that meets TCOLE standards prior to receiving an FTO assignment. All officers assigned as FTO's will receive FTO orientation training conducted by the field training supervisor. (TBP: 3.13)
3. The training effectiveness of the FTO's shall be evaluated by their immediate supervisor and field training supervisor.
4. FTO's shall conduct their training and make required reports and recruit evaluations as outlined in the Field Training Manual.
5. New officers and lateral sworn officers shall evaluate each FTO from which they have received training after completion of each phase in the FTO program. This shall be accomplished in writing, as outlined in the FTO Manual, utilizing the appropriate form.

#### D. Periodic Program Review

1. Each January, the field training supervisor will meet with all field training officers to review the conduct of the FTO program and determine if any changes are required. (TBP: 3.14)
2. A report of the findings of this meeting shall be forwarded to the Chief of Police for any action required.